

Training programs related to Secretaries and Administrative Assistants, Except Legal, Medical, and Executive

Alaska Career College

Business Administration and Computer Technology, AAS
Business Office Technology Specialist, Certificate

Alaska Computer Business Solutions LLC

Access 2007: Microsoft Certified Application Specialist
Access Boot Camp
Access Level 1
Access Level 2
Access Level 3
Access Level 4
Acrobat XI Level 1
Acrobat XI Level 2
Excel 2007: Microsoft Certified Application Specialist
Excel Level 1
Excel Level 2
Excel Level 3
Outlook 2007: Microsoft Certified Application Specialist
Visio Level 1
Visio Level 2
Word 2007: Microsoft Certified Application Specialist
Word Level 1
Word Level 2
Word Level 3

Alaska Job Corps

Office Administration

Alaska Technical Center

Administrative Assistant
Clerk/Receptionist
Workplace Basics

Alaska's Institute of Technology (AVTEC)

Business & Office Technology, Certificate
Microsoft Office Specialist - Excel
Microsoft Office Specialist - Word

Amundsen Education Center

Administrative Assistant
Computer and Information Processor
Computer Literacy
General Office Clerk
Microcomputer Workshops
Office Education Short Course

Charter College, Anchorage

Computerized Office Specialist, Certificate

Charter College, Wasilla

Computerized Office Specialist, Certificate

Galena Interior Learning Academy

Computer Science

Ilisagvik College

IC3 - Internet and Computing Core Certification, Certificate
Office Administration, AAS
Office Administration I, Certificate
Office Administration II, Certificate

Literacy Council of Alaska

Computer Literacy

North Star Computing

Basic Computer & Office Skills
Intermediate Computer & Office Skills
Secretarial, Computer & Office Skills

University of Alaska Anchorage

Desktop Publ & Graph, OEC
Office Management & Technology, AAS

University of Alaska Anchorage, Kenai

Desktop Publ & Graph, OEC
Office Management & Technology, AAS

University of Alaska Anchorage, Kodiak

Desktop Publ & Graph, OEC

University of Alaska Anchorage, Mat-Su

Desktop Publ & Graph, OEC
General Clerical, CT1
Office Management & Technology, AAS
Word/Info Processing, CT1

University of Alaska Fairbanks, CTC

Administrative Assistant, OEC

Vocational Training and Resource Center

Administrative Assistant

Advanced Microsoft Access
Advanced Microsoft Excel
Advanced Microsoft Outlook
Advanced Microsoft Word
Excel 2013 VBA
Internet Search Techniques
Introduction to Adobe Acrobat 9.0 Pro
Introduction to Computers & Windows
Introduction to Microsoft Access
Introduction to Microsoft Excel
Introduction to Microsoft Outlook 2010
Introduction to Microsoft Word
Introduction to OneNote 2013
Introduction to Visio Professional

WinCertification

IC3 Computer Fundamentals Certification (IC3)
Introduction to MS Access - Quick look
Introduction to MS Excel
Introduction to MS Windows
Introduction to MS Word

Department of Labor and Workforce Development, Research and Analysis Section
P.O. Box 115501
Juneau, Alaska 99811-5501
Phone: 907.465.4500, Fax: 907.523.9654
June 30, 2014